How We Do Business Process (HoWeDo)

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OBJECTIVES OF BRIEFING

- **SHARING OF INFORMATION**

- **COLLECT RECOMMENDATIONS**

Topics

- ASD Involvement - Past
- ASD Involvement - Future
- Why Standard Process is Essential
- Process Expectations
- Eight Critical Outputs
- Detailed Outline of the Process
- The Next Step
- Discussion

ASD Involvement - Past

- Voluntary
- Inconsistent
- Helped with areas requested
- Customers not always receptive to our recommendations
- Customers did not always apply training

ASD Involvement - Future

- Voluntary?
- Will Require Customers to Sign up to The Total Process
- Tailoring May be Utilized if ASD Lead Determines it is Appropriate

Why Standard Process is Essential

- **Required for**
  - **Meaningful Metrics**
  - **Continuous Improvement.**
  - **Manpower Allocation and Utilization**
  - **Credibility**
  - **Accountability**

Process Expectations

- Critical Outputs
- Baseline to Work From
- Phased Approach

Identified Eight Critical Outputs (They are Listed in Order of When They Occur)

- 1. IPT
- 2. Requirements
- 3. Risk
- 4. Evaluation Criteria (Sections L & M)
- 5. Draft RFP
- 6. RFP
- 7. Source Selection Evaluation
- 8. Overall Assessment

IPT

- **Initial & Final Team Assessment**
- **Training & Facilitation**

Requirements (Posted)

- Training Including Structured Format (Checklist)
- Entrance & Exit Criteria
- Quality (Structured Format for Clarifications/Changes)
- Milestone for Completion (Compared to Actual)

Metric

Metric

Risk Assessment & Mitigation Plan (Posted)

- Training
- Entrance & Exit Criteria
- Quality (Structured Format for Clarifications/Recommendat
- Milestones for Completion (Compare to Actual)

Metric

Metric

Evaluation Criteria (Posted)

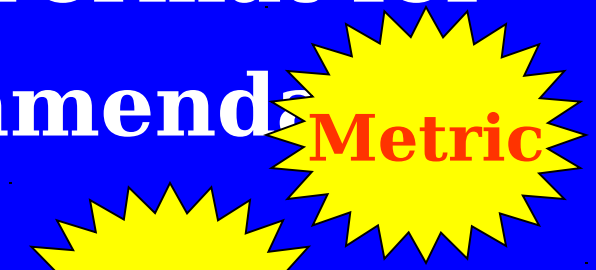
- Training
- Entrance & Exit Criteria
- Quality (Structured Format for Clarification/Recommenda)
- Milestone for Comple

Metric

Metric

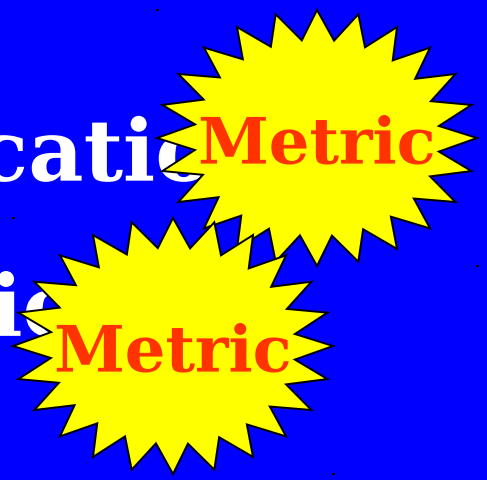
Draft RFP (Posted)

- **Entrance & Exit Criteria**
- **Quality (Structured Format for Clarifications/Recommends)**
- **Milestones for Completion**



RFP

- Gold Team Review
- Number of Modificatio
- Number of Extensio



Source Selection Evaluation

- JIT Training
- Milestone vs Actual Time to Complete
- Lessons Learned

Metric

Metric

Overall Assessment

- Contractor Assessment
- Protest
- Post Award Conference Chang
- Team Assessment (Struct
- Lessons Learne

Metric

Metric

Metric

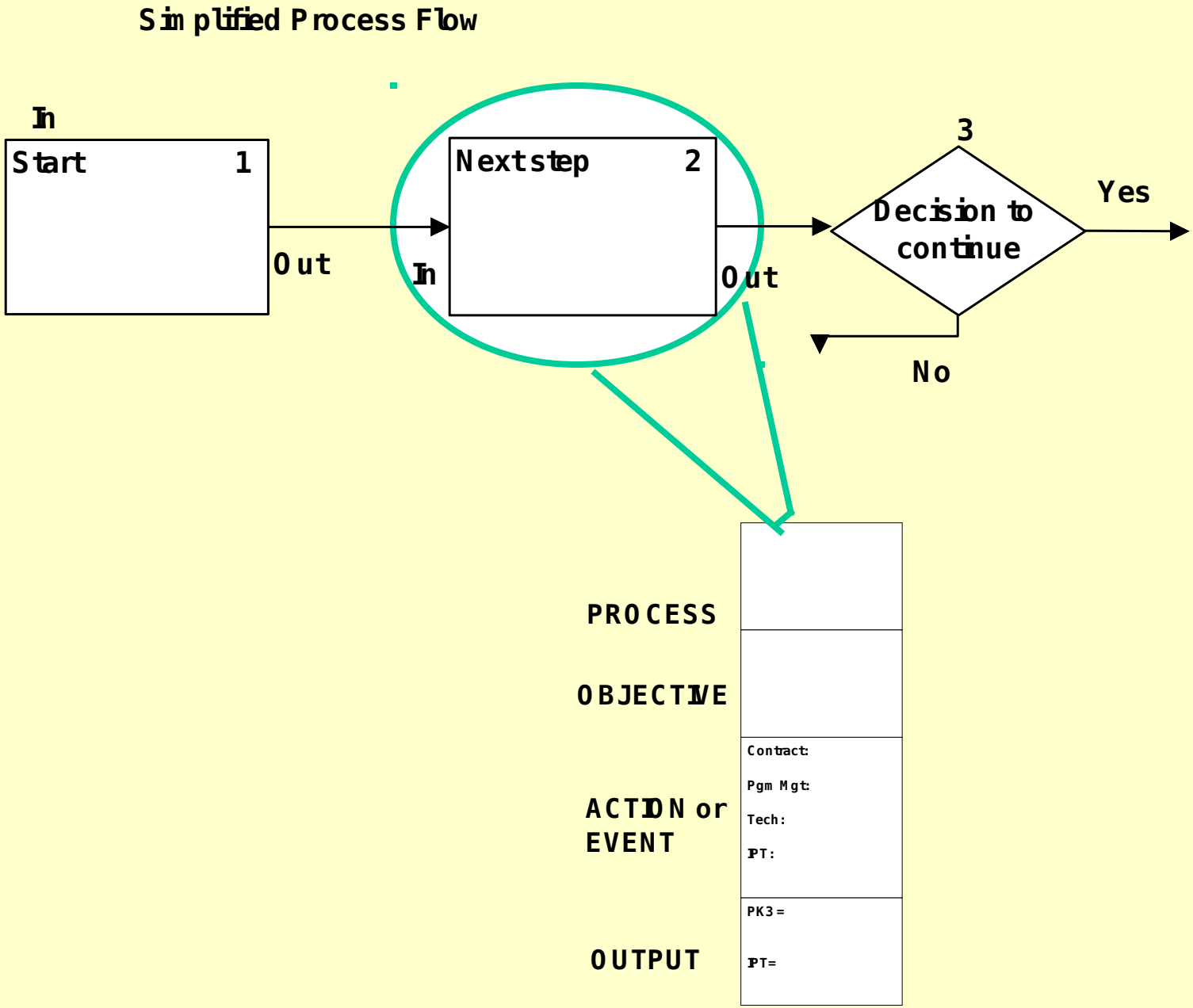
Detailed Outline of the Process

- **Systematic Approach**
- **Determine Value Added**
- **Incremental (Small Pieces)**
- **Baseline the Objectives**

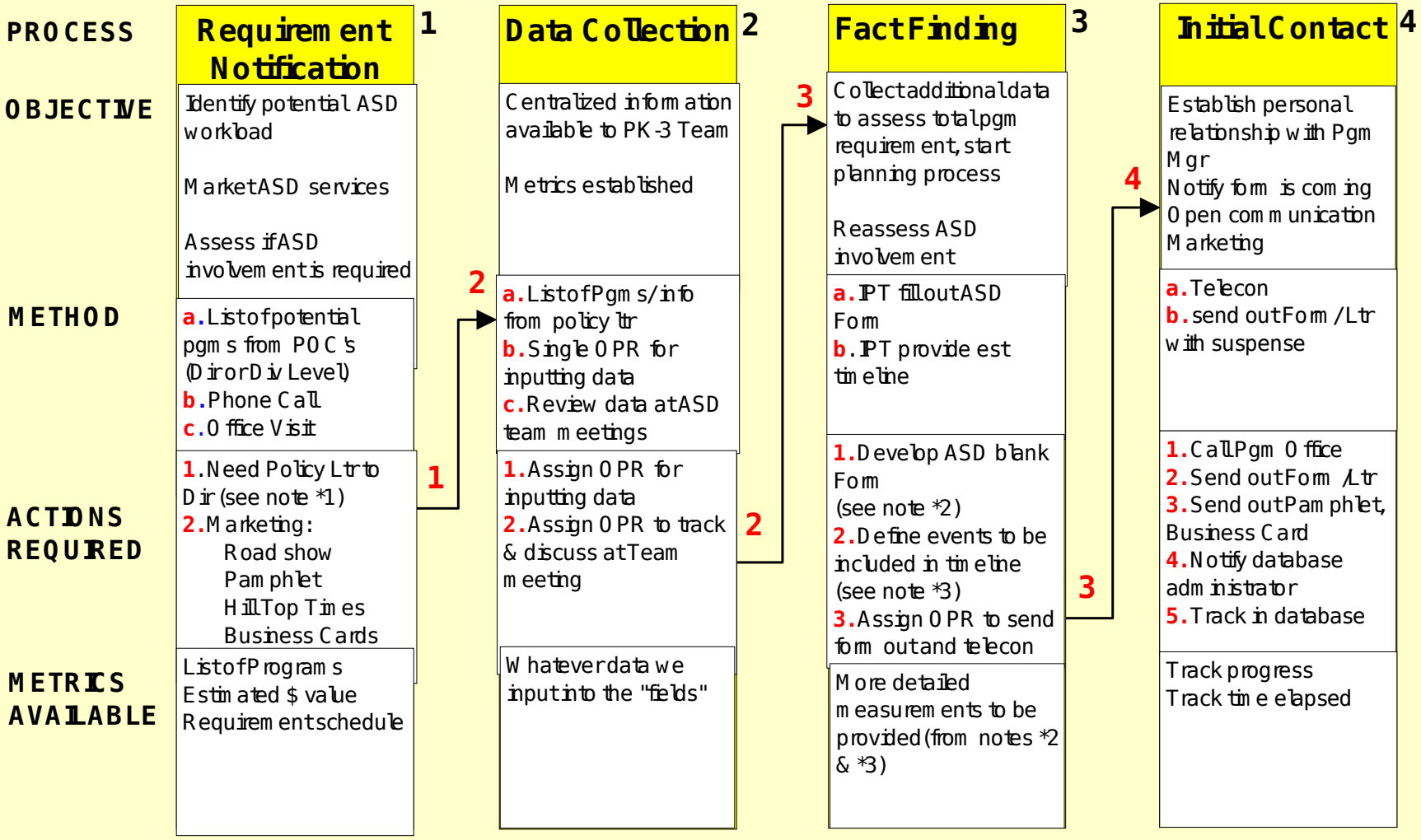
A SYSTAMIC APPROACH FOR DEVELOPMENT OF THE PROCESS

- **Easy to use software**
- **Define the process and sub-processes**
- **Each Step in the process will include re verbiage**
- **The Process must support both ASD, an**

A SYSTAMIC APPROACH FOR DEVELOPMENT OF THE PR



How We Do (HOWEDO) Business In ASD PK-3



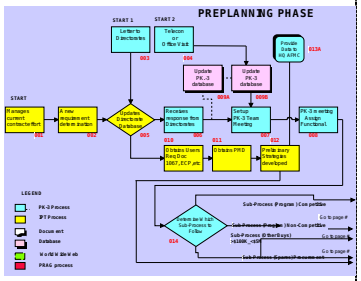
NOTES

*1. Define "fields", i.e. Pgm Mgr, Pgm, office, Org, est $ value, est date required
*2 Define information required, i.e. Type contract, need training, award fee, years
*3 Define major events, i.e. ASP, Contract Award, Source Selection, etc

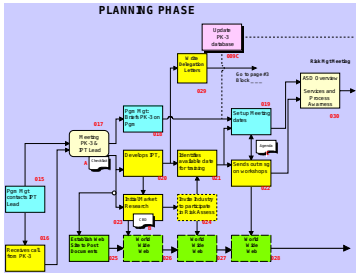
Pre Solicitation

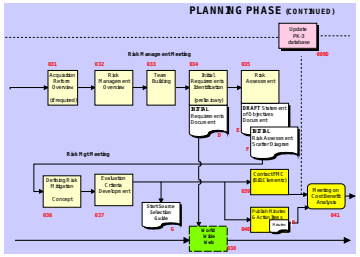
Post Solicitation

Pre-Planning Phase

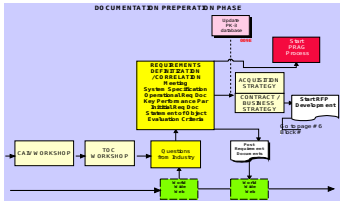


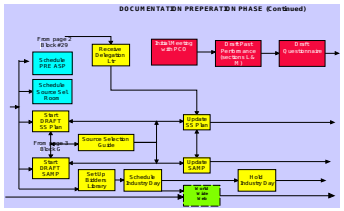
Planning Phase

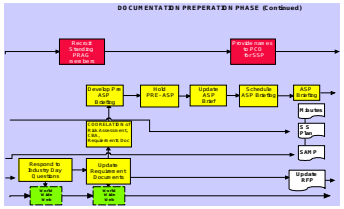


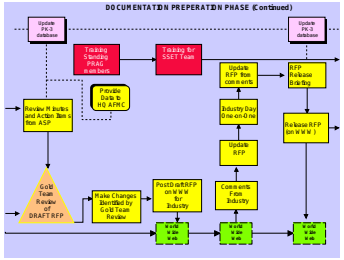


Documentation Preparation Phase

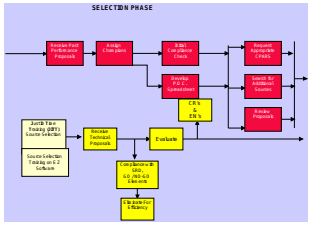


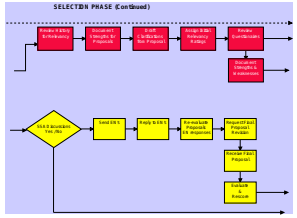


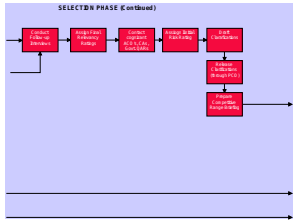


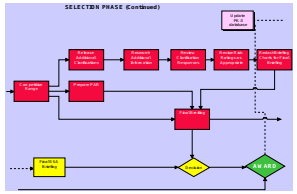


Selection Phase

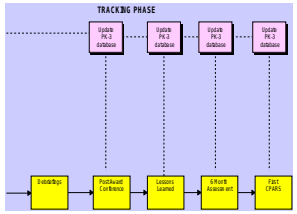




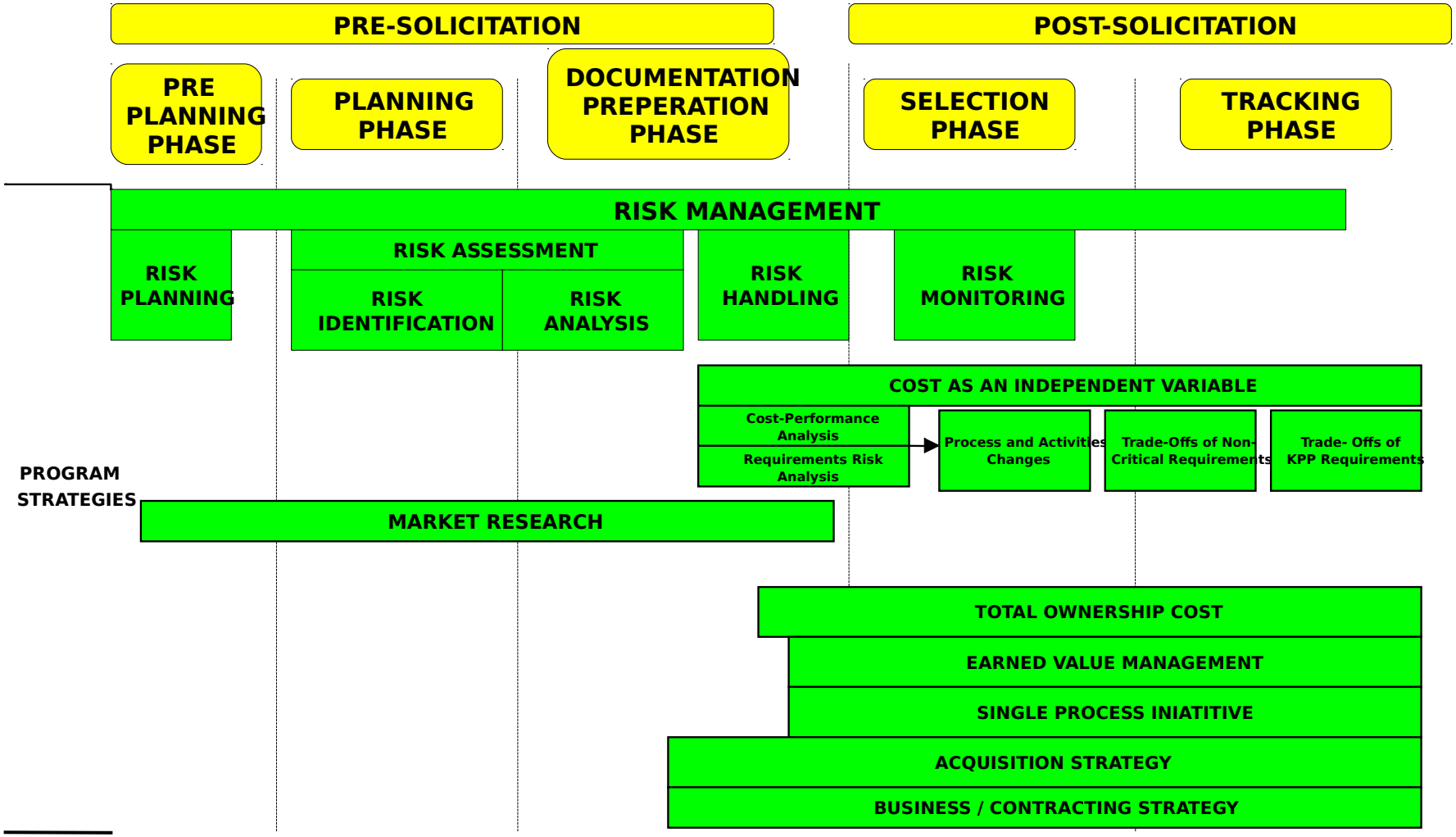




Tracking Phase



Program Strategies
Acquisition Reform Initiatives
Activities
Baseline
Events
Documents Develop
Training
Timeline
Metrics


PRE-SOLICITATION
POST-SOLICITATION
PRE PLANNING PHASE
PLANNING PHASE
DOCUMENTATION PREPERATION PHASE
SELECTION PHASE
TRACKING PHASE
RISK MANAGEMENT
RISK PLANNING
RISK ASSESSMENT
RISK IDENTIFICATION
RISK ANALYSIS
RISK HANDLING
RISK MONITORING
COST AS AN INDEPENDENT VARIABLE
Cost-Performance Analysis
Requirements Risk Analysis
Process and Activities Changes
Trade-Offs of Non-Critical Requirements
Trade- Offs of KPP Requirements
PROGRAM STRATEGIES
MARKET RESEARCH
TOTAL OWNERSHIP COST
EARNED VALUE MANAGEMENT
SINGLE PROCESS INIATITIVE
ACQUISITION STRATEGY
BUSINESS / CONTRACTING STRATEGY

Pre Solicitation

Post Solicitation

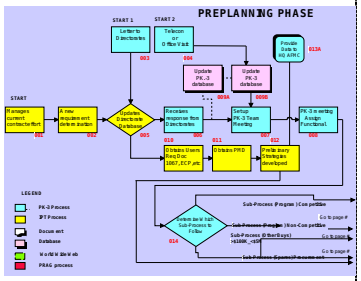
Pre-Planning Phase

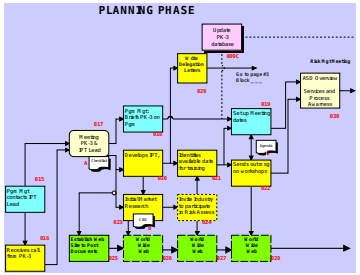
Planning Phase

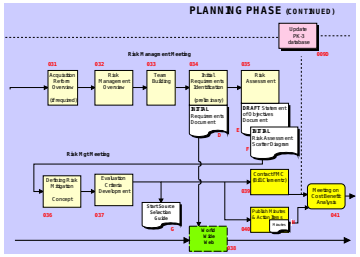
Documentation Preparation Phase

Selection Phase

Tracking Phase

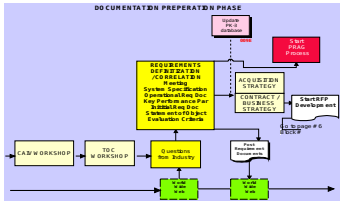


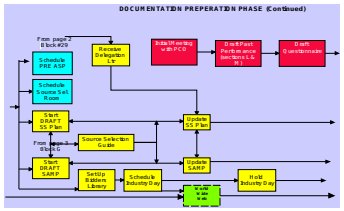


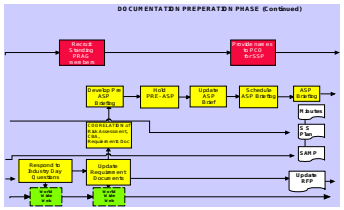


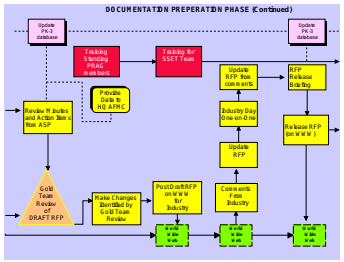
PREPLANNING PHASE PROCESS

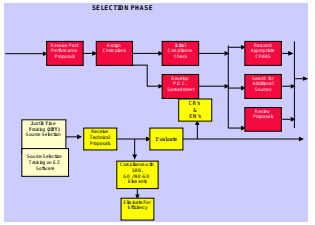
DESCRIPTION SHEET

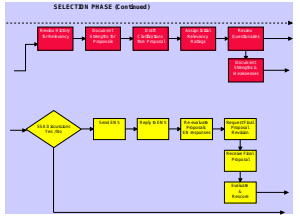


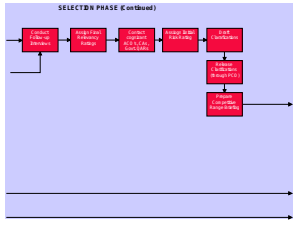


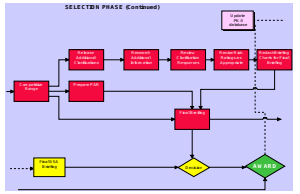


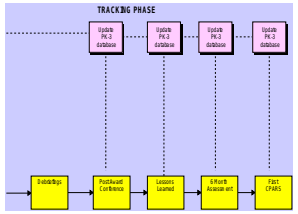






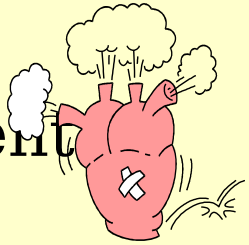






The How We Do (HoWeDo) Business Proces

- This is a Living Document



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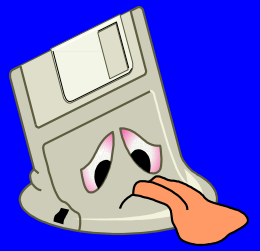
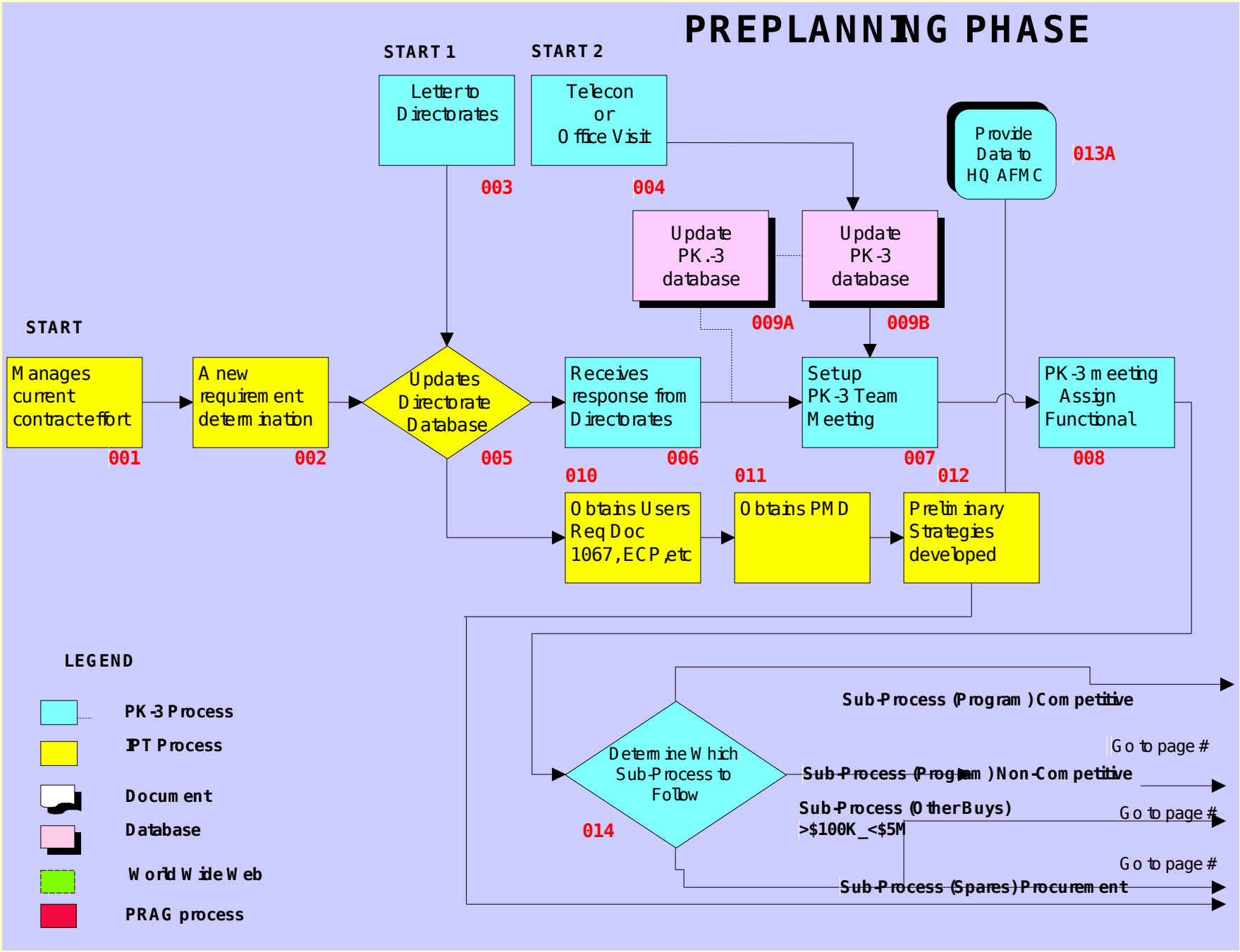


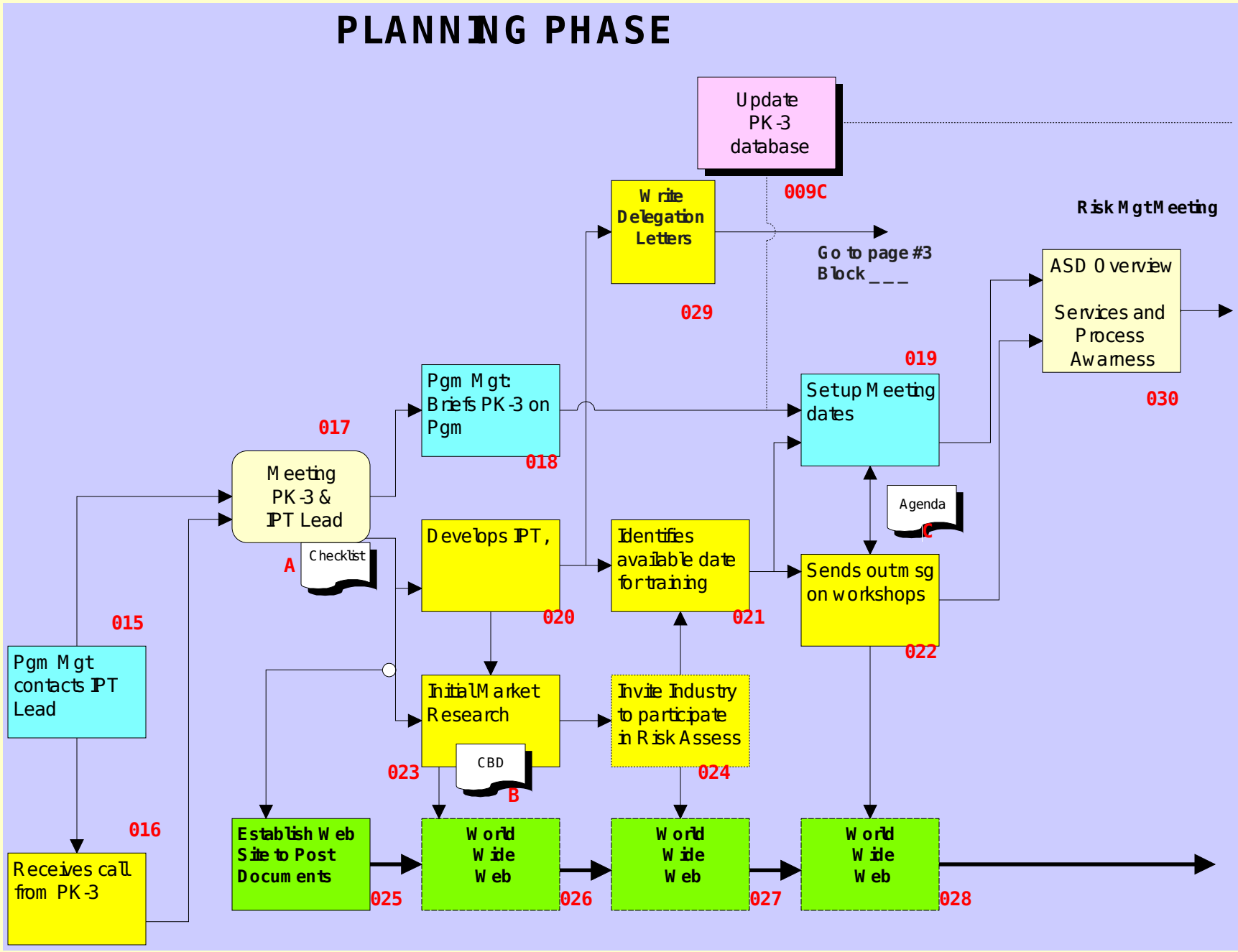
THE HoWeDo PROCESS

PREPLANNING PHASE

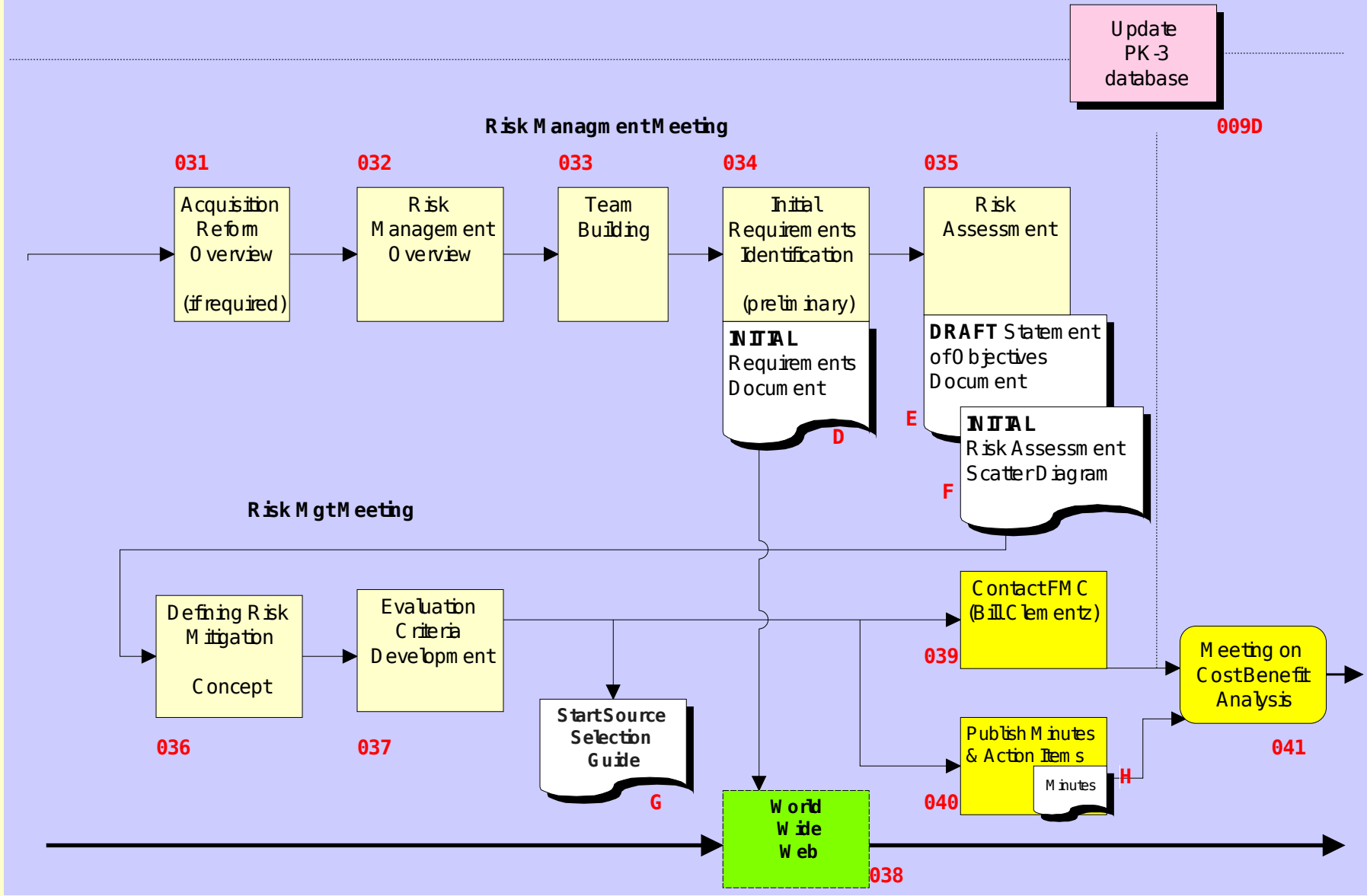


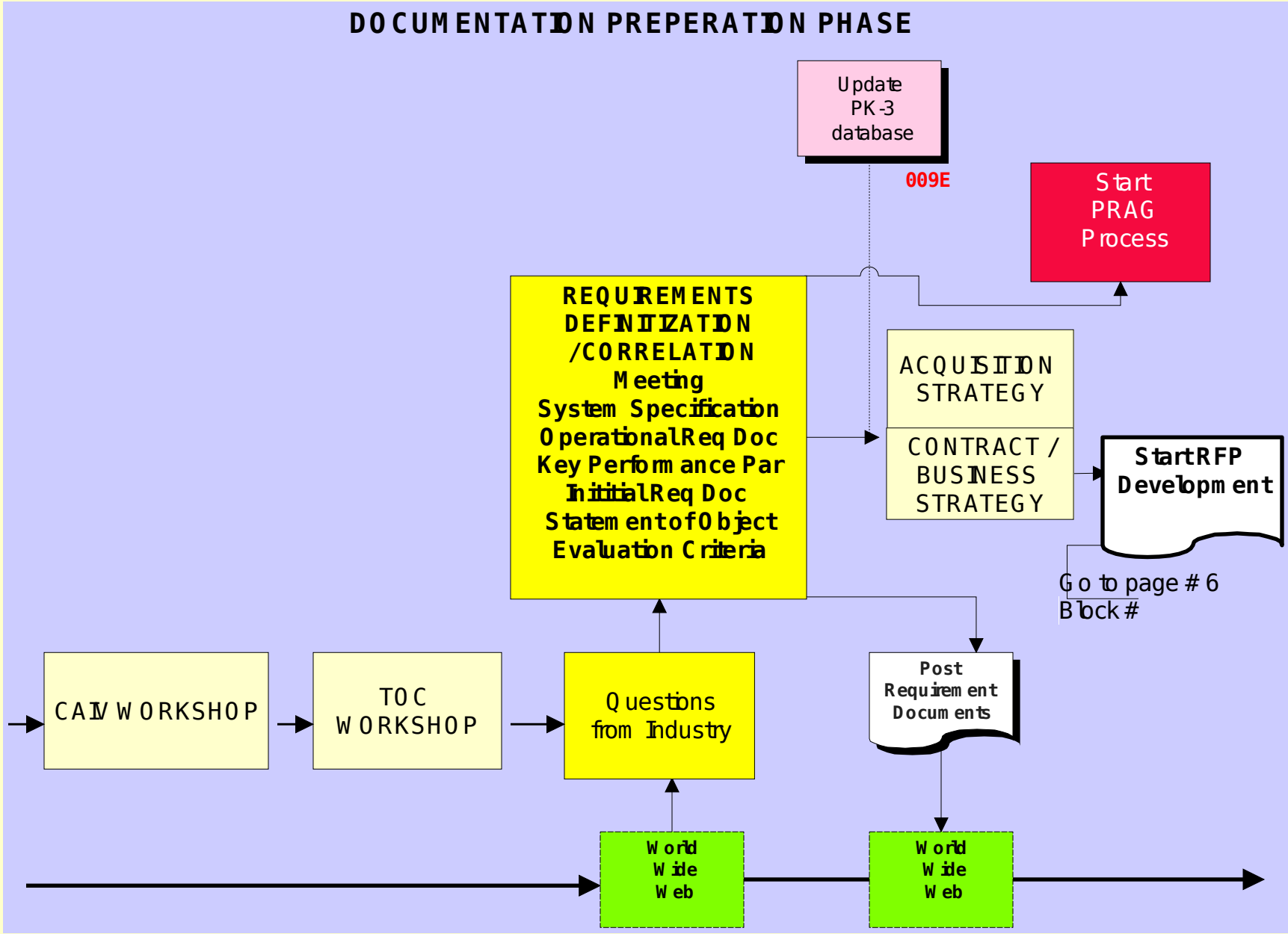
PREPLANNING PHASE PROCESS DESCRIPTION SHEET

PROCESS	ID #	DESCRIPTION
Manages current contract effort	001	This block establishes an ongoing effort is in place and product or service must be maintained while a new requirement is processed
A new requirement determination	002	A new requirement is defined outside of the existing contractual effort, or a re-competition for continued service is required
Letter to Directorates	003	Semi Annually or Bi-Annually a letter from PK-3 (Contracts) is submitted to all Directorates to update the forecasted workload requirements
Telecon or Office Visit	004	An unprojected or planned requirement is defined, and Pgm Mgr / IPTlead contacts PK-3 for assistance
Updates Directorate Database	005	Each Directorate maintains a file on future workload requirements and request updates when they receive PK-3 Letter (Block 003)
Receives response from Directorates	006	PK-3 (contracts) collects responses from all Directorates
Set up PK-3 Team Meeting	007	(Contracts) establishes an update or review of projected programs (within PK-3)
PK-3 meeting Assign Functional	008	As the results of the information collected from the Directorates, and presented to PK-3 (functionals) OPR for each program are defined - Pgm Mgt, Contracts, and Tech Data.
Update PK-3 database	009A	A database identifying all projected workloads is established. All information on each program is inputted and maintained by (Contracts) Data is provided via letters from each Directorate
Update PK.-3 database	009B	Database is updated based on information provided from telecon or office visit. Datbase is also updated to reflect OPR assigned in PK-3
Obtains Users Req Doc 1067, ECP,etc	010	IPT Lead is responsible for obtaining Requirement Documents. User stated need, or ORD
Obtains PMD	011	IPT Lead is responsible to obtaining the necessary direction and authority.
Preliminary Strategies developed	012	Prm Mgr and PCO are establishing early plans and requirementsof how to implement program
Provide Data to HQ AFMC	013A	PK-3 (Contracts usually HQ Agumentee) provides copy of Database entries to inform HQ of ongoing and potential programs
Determine Which Sub-Process to Follow	014	Descion block for PK-3. Based on information in the database follow the appropriate Sub-Process that best defines your program (SEE BELOW)
14 →		COMPETITIVE - Use to compete procurement through Full & Open Competition methods
14 →		
14 →		>$100K <$5M (Other Buys)
14 →		

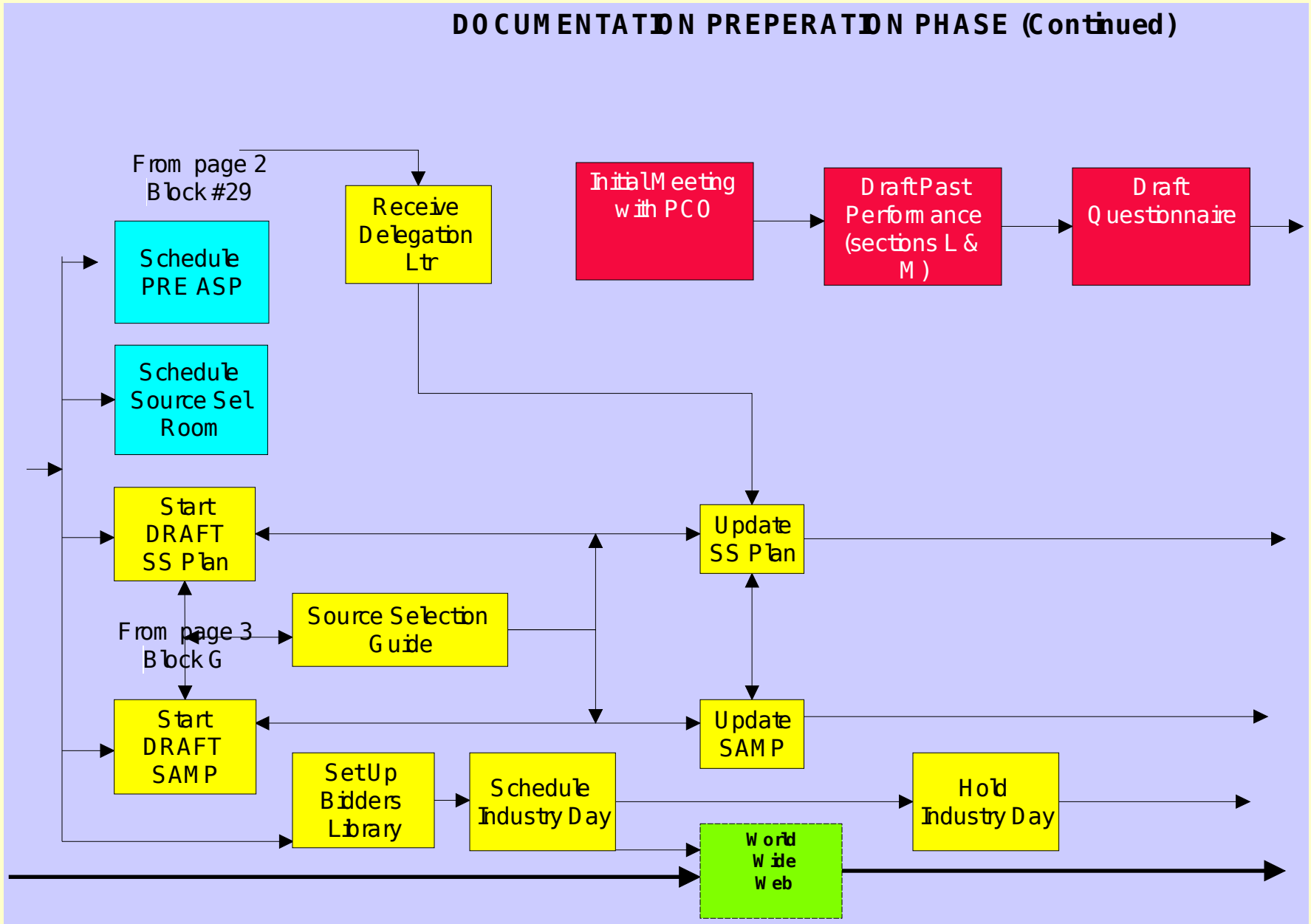

PLANNING PHASE
Update PK-3 database
009C
Write Delegation Letters
029
Go to page #3 Block ___
Risk Mgt Meeting
ASD Overview
Services and Process Awarness
030
019
Setup Meeting dates
Pgm Mgt: Briefs PK-3 on Pgm
018
017
Meeting PK-3 & IPT Lead
Checklist
A
Agenda
C
Develops IPT,
020
Identifies available date for training
021
Sends out msg on workshops
022
015
Pgm Mgt contacts IPT Lead
Initial Market Research
CBD
B
023
Invite Industry to participate in Risk Assess
024
016
Receives call from PK-3
Establish Web Site to Post Documents
025
World Wide Web
026
World Wide Web
027
World Wide Web
028

PLANNING PHASE (CONTINUED)

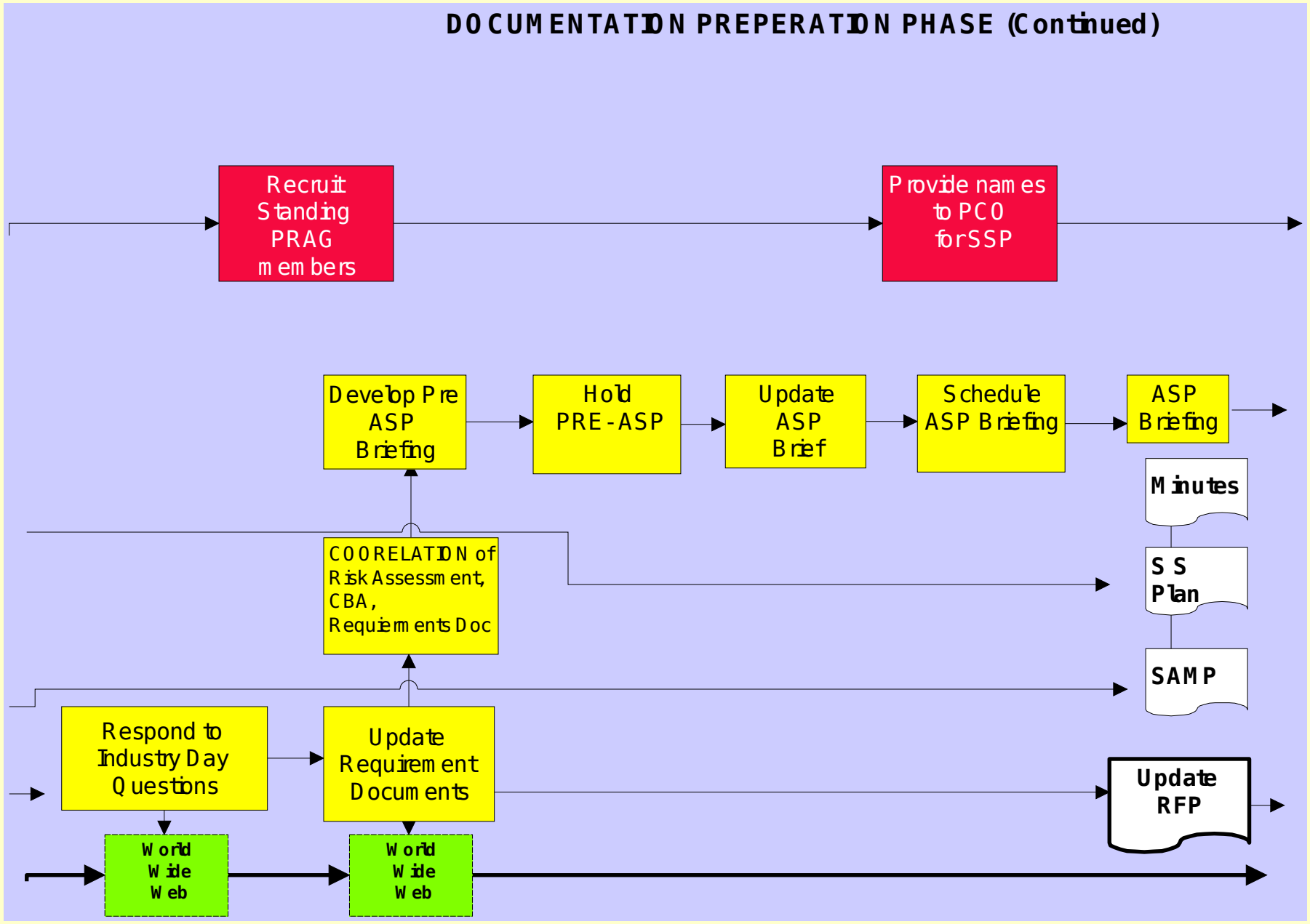



DOCUMENTATION PREPERATION PHASE
Update PK-3 database
009E
Start PRAG Process
REQUIREMENTS DEFINITIZATION /CORRELATION Meeting
System Specification
Operational Req Doc
Key Performance Par
Initial Req Doc
Statement of Object
Evaluation Criteria
ACQUISITION STRATEGY
CONTRACT / BUSINESS STRATEGY
Start RFP Development
Go to page # 6
Block #
CAIV WORKSHOP
TOC WORKSHOP
Questions from Industry
Post Requirement Documents
World Wide Web
World Wide Web

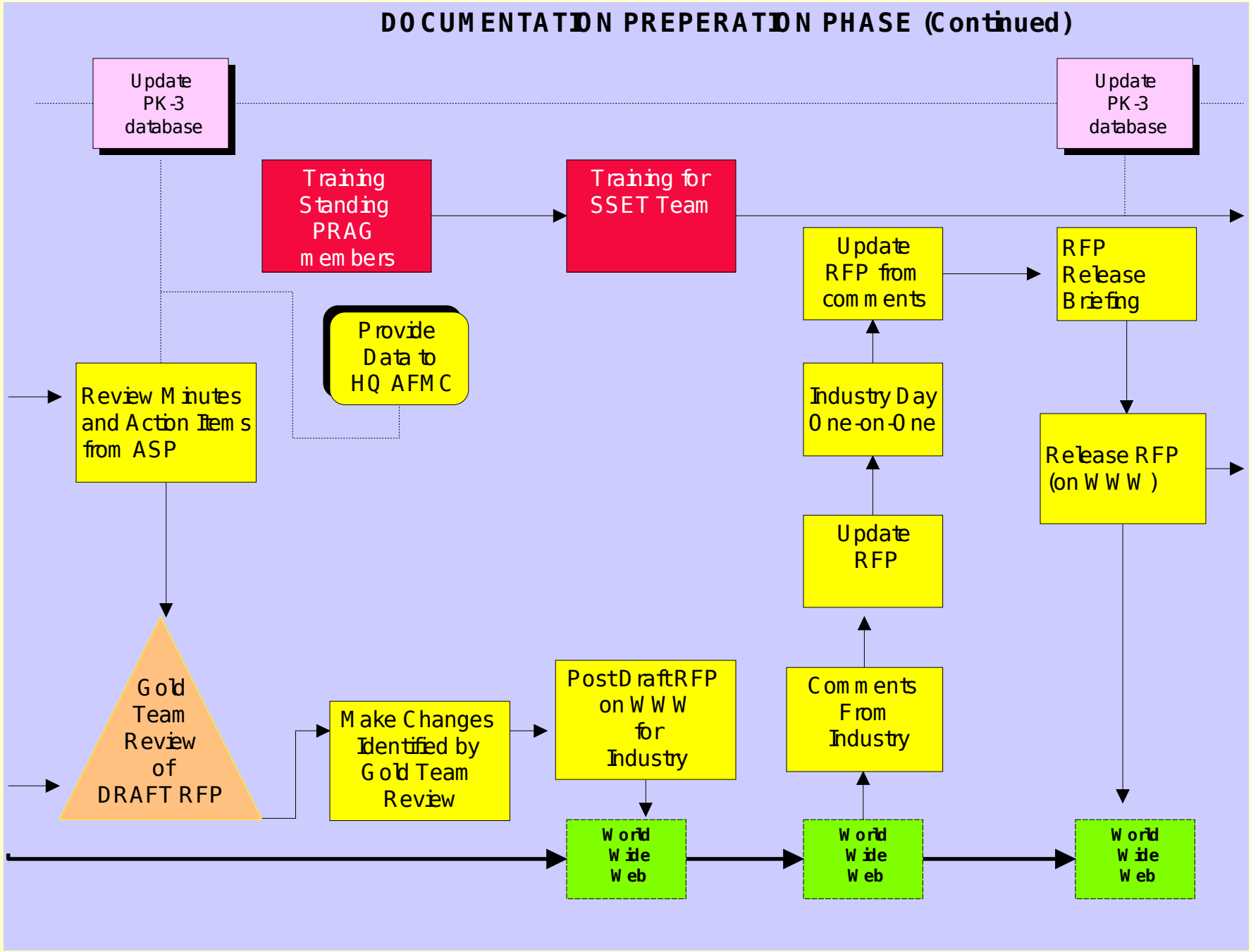
DOCUMENTATION PREPERATION PHASE (Continued)

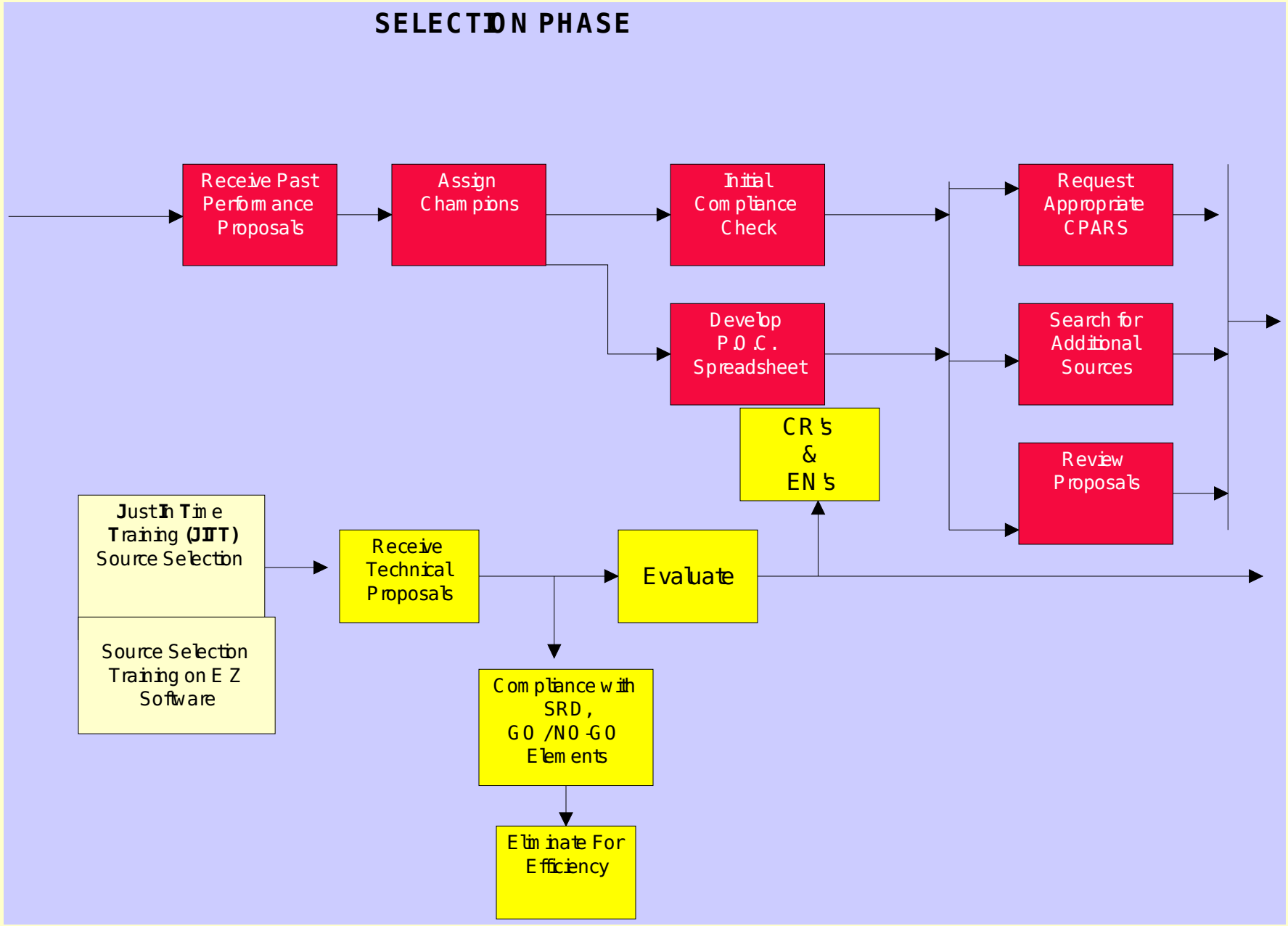


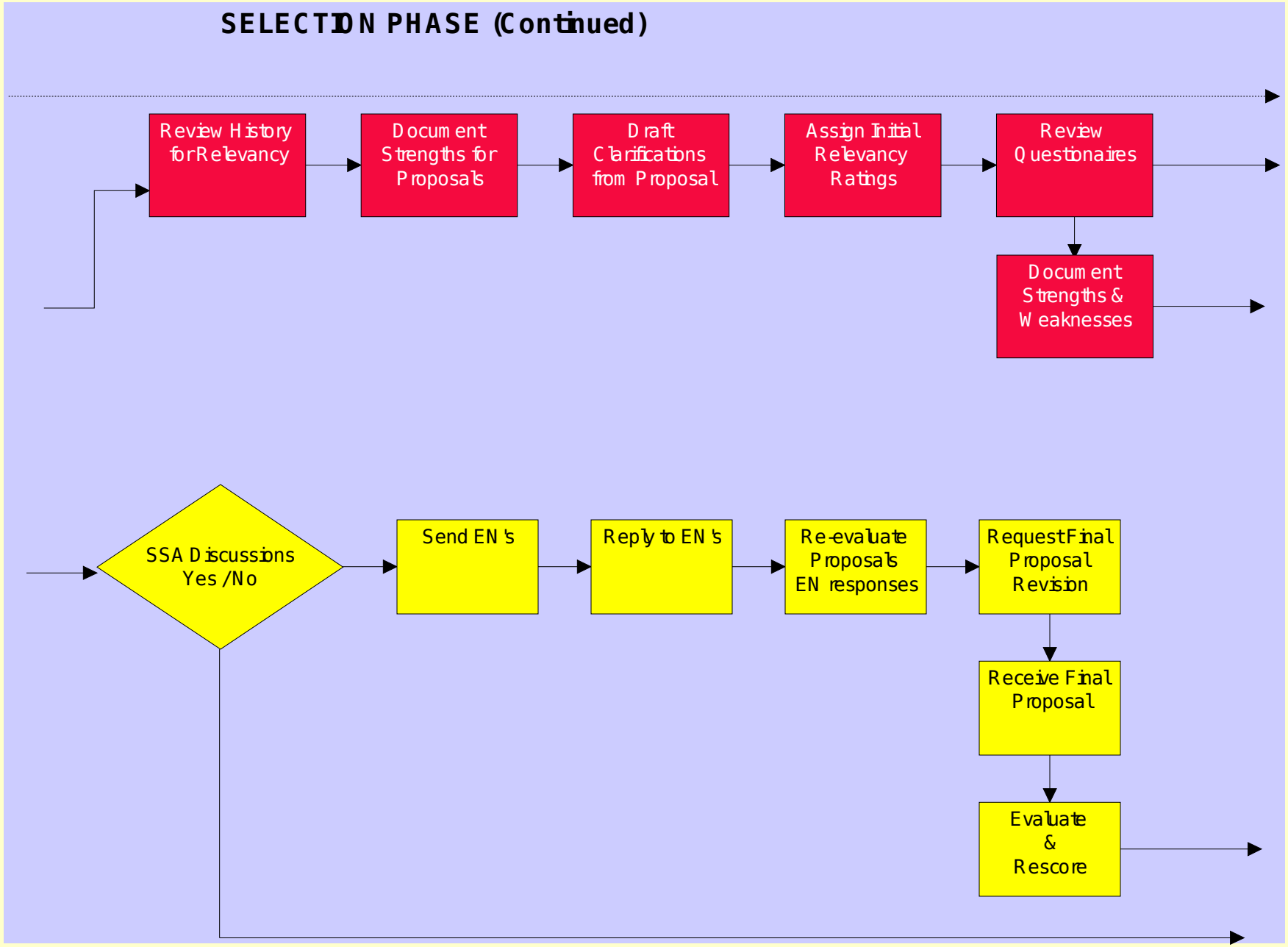
DOCUMENTATION PREPERATION PHASE (Continued)



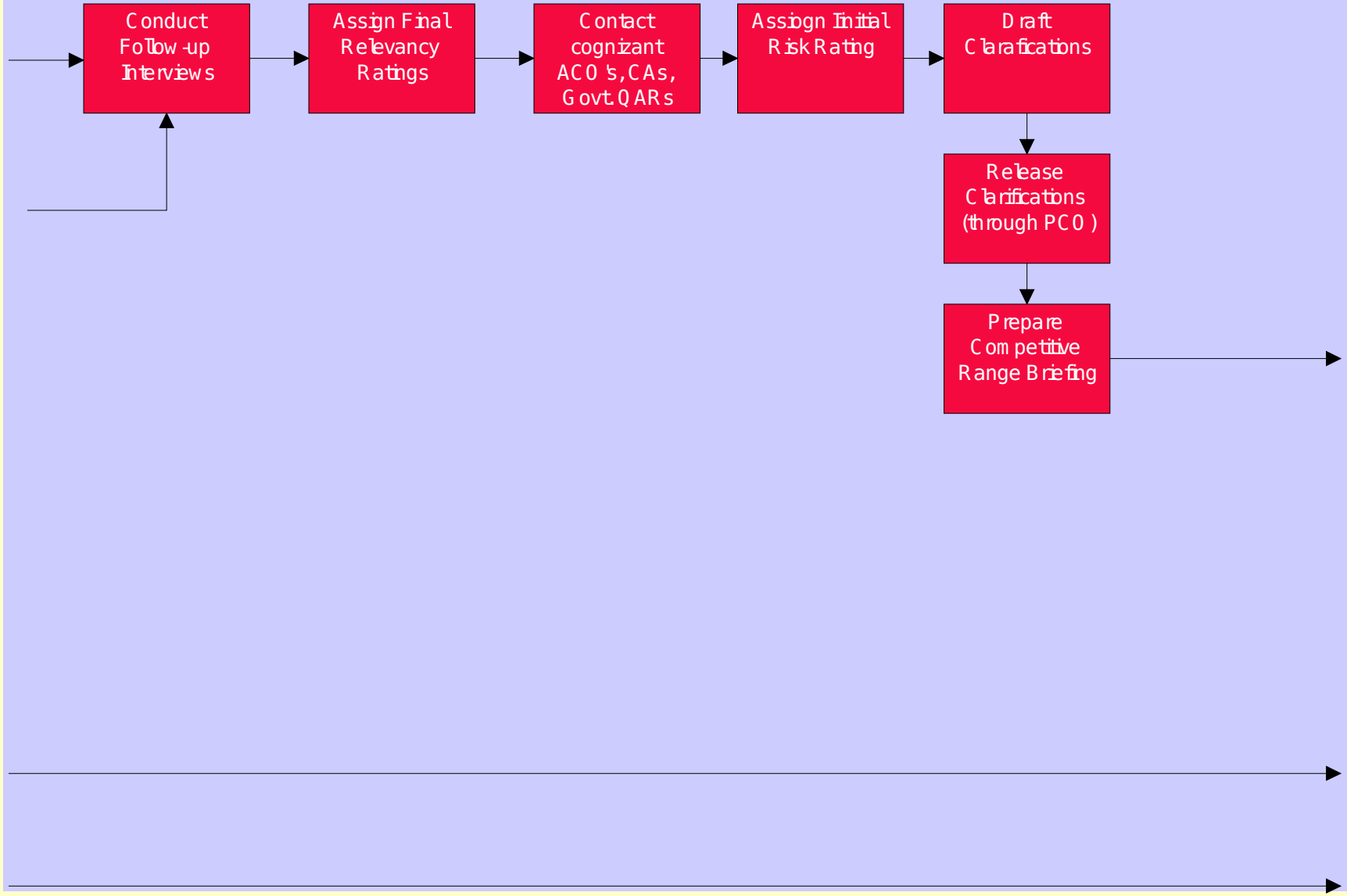
DOCUMENTATION PREPERATION PHASE (Continued)

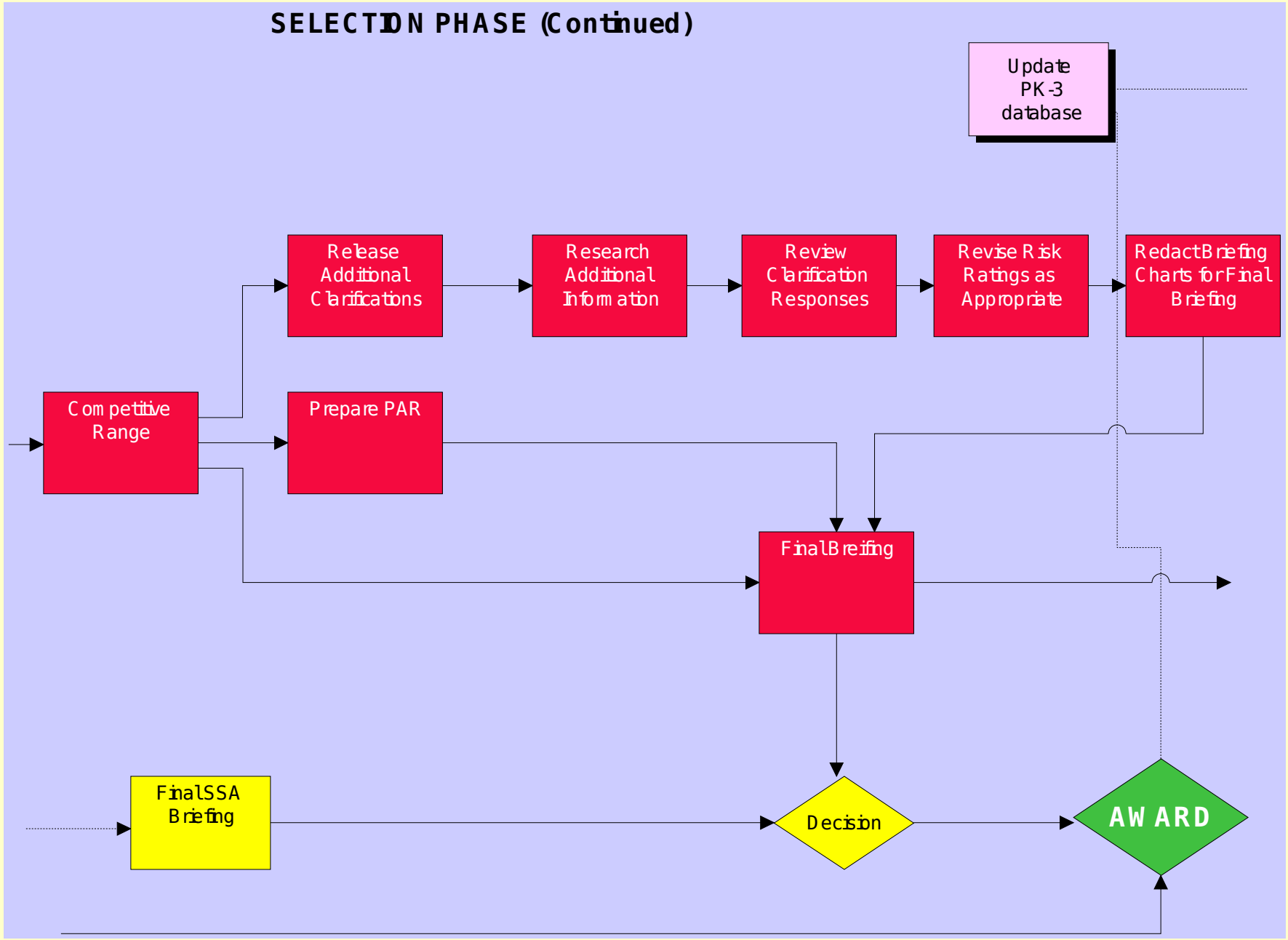

Update PK-3 database
Update PK-3 database
Training Standing PRAG members
Training for SSET Team
Update RFP from comments
RFP Release Briefing
Provide Data to HQ AFMC
Review Minutes and Action Items from ASP
Industry Day One-on-One
Release RFP (on WWW)
Update RFP
Gold Team Review of DRAFT RFP
Make Changes Identified by Gold Team Review
Post Draft RFP on WWW for Industry
Comments From Industry
World Wide Web
World Wide Web
World Wide Web

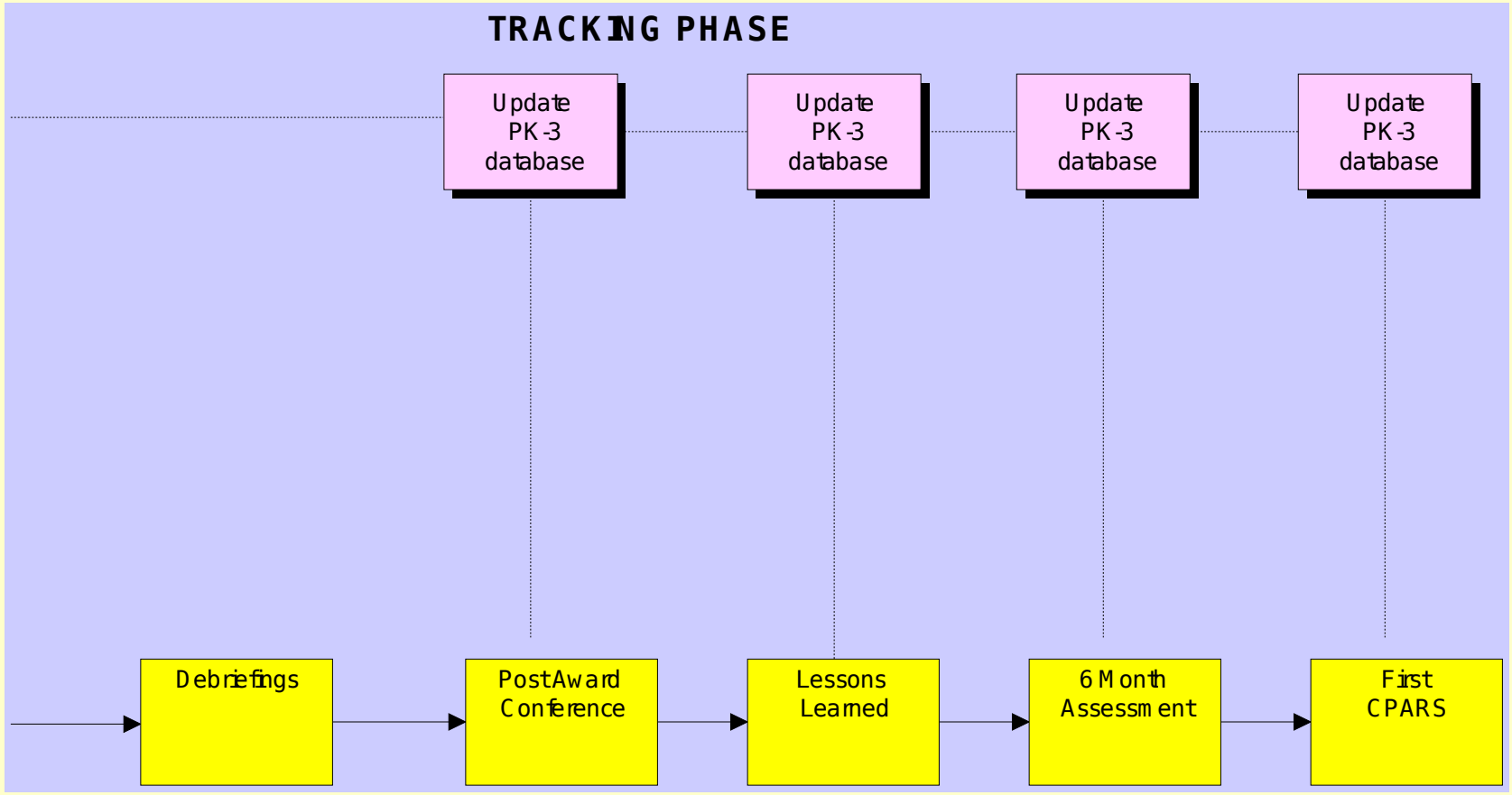

SELECTION PHASE
Receive Past Performance Proposals
Assign Champions
Initial Compliance Check
Request Appropriate CPARS
Develop P.O.C. Spreadsheet
Search for Additional Sources
CR's & EN's
Review Proposals
Just In Time Training (JITT) Source Selection
Source Selection Training on E Z Software
Receive Technical Proposals
Evaluate
Compliance with SRD, GO /NO-GO Elements
Eliminate For Efficiency


SELECTION PHASE (Continued)
Review History for Relevancy
Document Strengths for Proposals
Draft Clarifications from Proposal
Assign Initial Relevancy Ratings
Review Questionaires
Document Strengths & Weaknesses
SSA Discussions Yes/No
Send EN's
Reply to EN's
Re-evaluate Proposals EN responses
Request Final Proposal Revision
Receive Final Proposal
Evaluate & Rescore

SELECTION PHASE (Continued)




SELECTION PHASE (Continued)
Update PK-3 database
Release Additional Clarifications
Research Additional Information
Review Clarification Responses
Revise Risk Ratings as Appropriate
Redact Briefing Charts for Final Briefing
Competitive Range
Prepare PAR
Final Briefing
Final SSA Briefing
Decision
AWARD

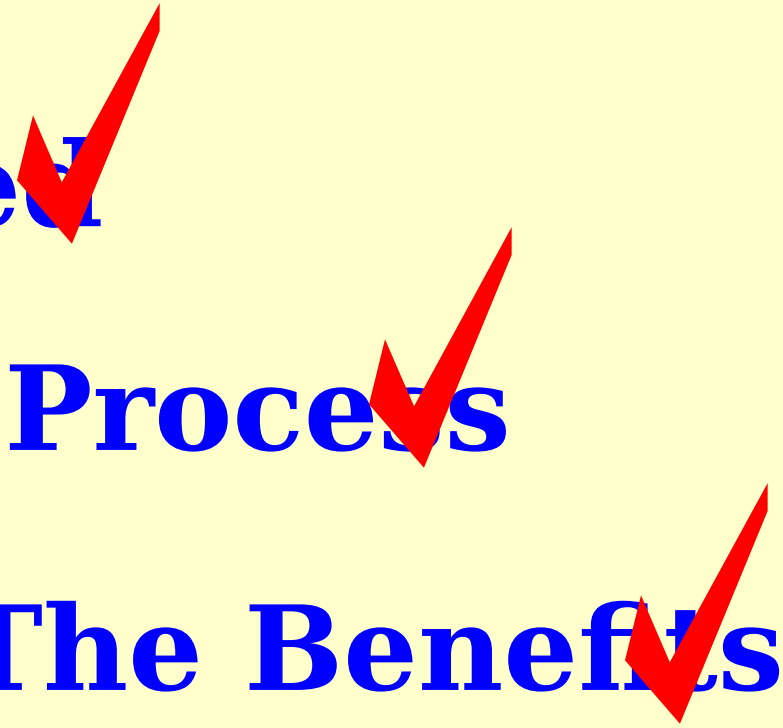

TRACKING PHASE
Update PK-3 database
Update PK-3 database
Update PK-3 database
Update PK-3 database
Debriefings
Post Award Conference
Lessons Learned
6 Month Assessment
First CPARS

The Need

The Process

The Benefits

- Objective
  - Better
  - Cheaper
  - Faster



ASD OBJECTIVE

Help OO-ALC personnel buy Best Value Services a

at the lowest possible cost while investing the least amou

effort and time.

Better

Cheaper

Faster

Better

Eight Critical Outputs

1. IPT
2. Requirements
3. Risk
4. Evaluation Criteria (Sections L & M)
5. Draft RFP
6. RFP
7. Source Selection Evaluation
8. Debriefing
9. IPT Overall Assessment (6-12 Months after Award)

= Metric

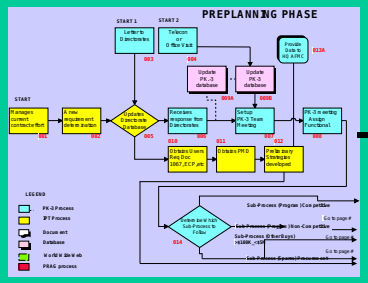
Program Strategies
Acq. Reform Initiatives
Activities
Events
Documentation
Training
Timeline

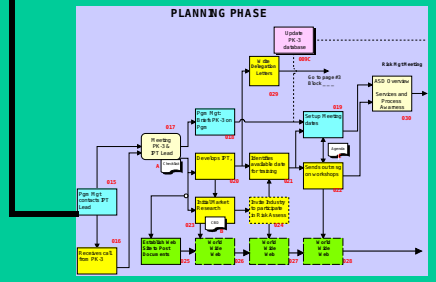
Baseline

PHASES

Enter & Exit Criteria

Cheaper



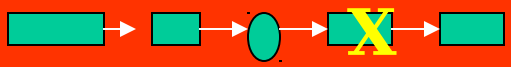


Standardized Process =

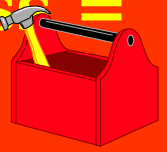
- Reduce Cycle Time
- Elimination of Re-work
- Maximizing Resources
- Best Value

Faster

Defined Roadmap



- Eliminate No Value S
- Quality up-front = Time at th



Right Too

Make the Job go Fa

Results of Process Implementation

ASD

A disciplined process that fosters structure and guida
and provides metrics for evaluating the effectiveness i
implementing acquisition reform

Workforce

An organized approach that provides stability and co
in applying a baseline towards acquiring products or s
faster, better, and cheaper.

The Next Step

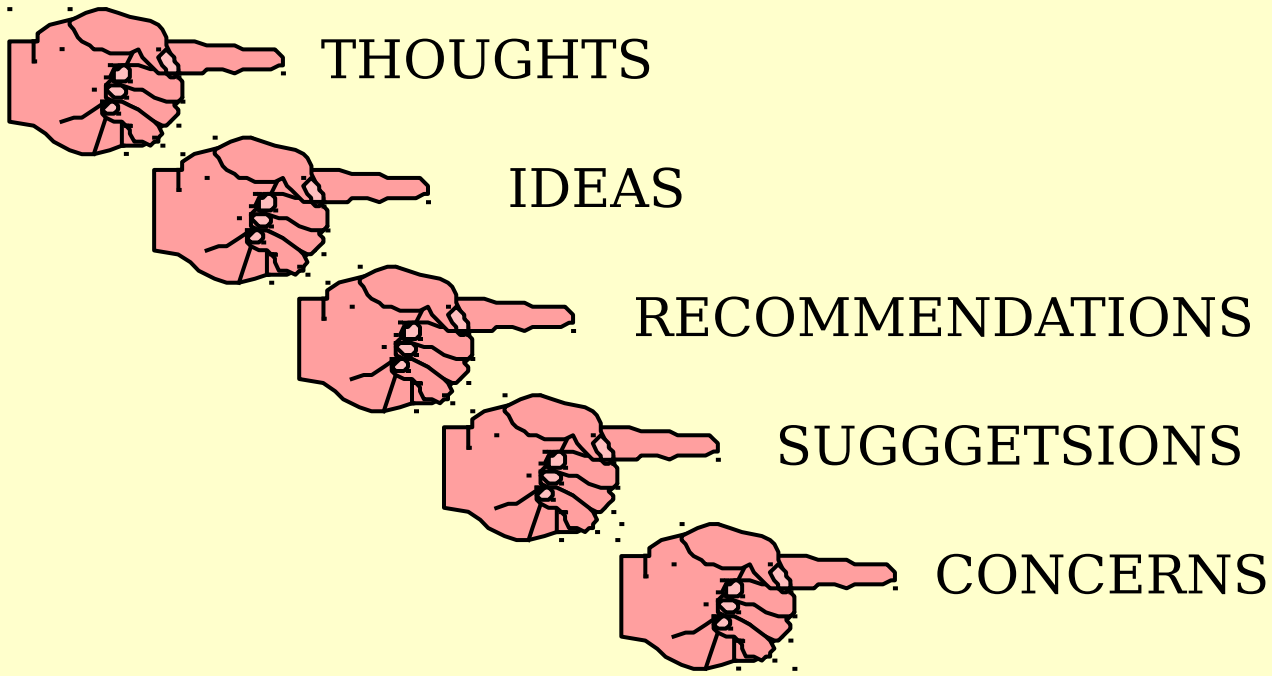
- Complete the Process
  - Add Timeline
  - Enter / Exit Criteria
  - Sub-process

- Distribute the Process
  - WEB Page
  - ASD Brochure
  - Brief Management
  - Educate the Workforce
    - AS IPT's
    - During Acq Reform Week

- Apply the Process toward Program(s)

DISCUSSION

YOUR :



Back up Slide

The Need for a Process - CONCLUSIO

The Workforce (External)

- Do the IPT's understand what is expected of them? - **Defined in the**
- What tools / information do the IPT's need?- **Defined in the Process**
- Are the IPT's trained in all aspects of Acquisition Reform? - **Defined**
- Do the IPT's understand a "Total Program Perspective"? - **Defined in**
  - Strategies, Initiatives, Activities, Events, Documentation

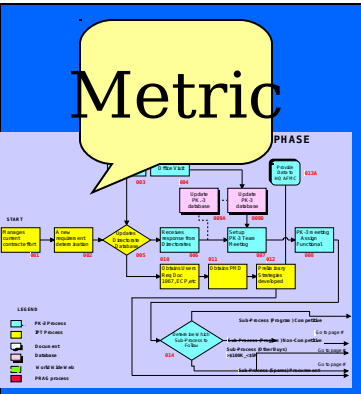
ASD (Internal)

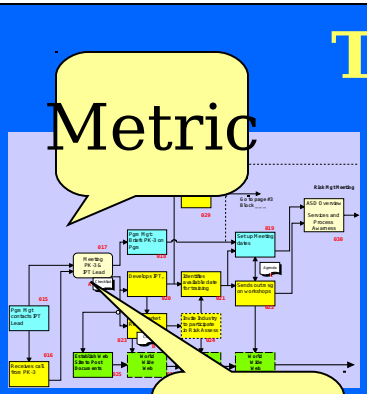
- How do we know we are successful? making a difference? - **Metrics**
- How can we enhance our support to the IPT's? - **Adhere to the Proc**
- Do we know and understand our roles and responsibilities? - **Defined**
- Are we viewed as an attribute or a impediment?- **Utilize the Proces**

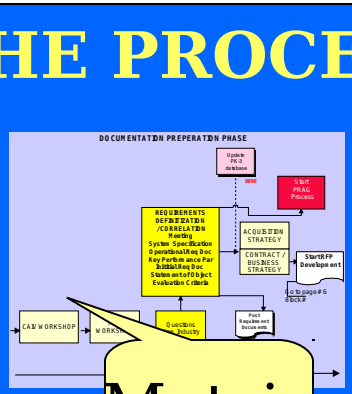
The Next Step

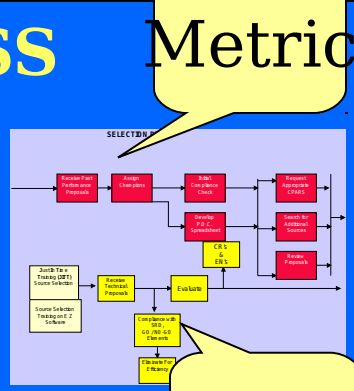
TIMELINE… **…5 DAYS** **….15 DAYS** **…25 DAYS** **…35 D**

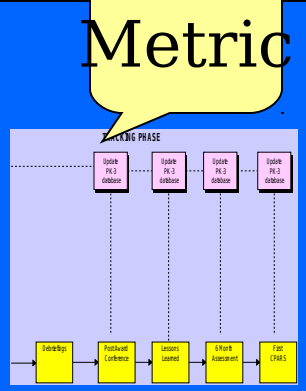
THE PROCESS











Metric

Metric

Metric

Metric

Metric

Phase **Phase** **Phase**

Exit / Enter Criteri

The Need for a Process

ASD Mission

"Guide customers through the cultural change of acquisit
reform by providing leadership, encouragement, and ass
throughout the acquisition cycle."

How Do We Meet Our Mission

By formalizing a disciplined process that fosters structur
and provides metrics for evaluating the effectiveness in i
acquisition reform

- How do we know we are successful, and making a diffe
- How can we enhance our support to the IPT's?
- Do we know and understand our roles and responsibili
- Are we viewed as an attribute or a Square Filler?

The Need for a Process

The Workforce

An organized approach that provides stability and consistency in applying a baseline towards acquiring products or services faster, better, and cheaper.

- Do the IPT's understand what is expected of them?
- What tools / information do the IPT's need?
- Are the IPT's trained in all aspects of Acquisition Refo
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    - Strategies, Initiatives, Activities, Events, Docum